



Policy: 4480  
Procedure: 4480.01  
Chapter: Education  
Rule: English Language Learner Program

Effective: 07/21/2006  
Replaces: 4500.05  
Dated: 10/10/1997

### Purpose:

The Arizona Department of Juvenile Corrections (ADJC) Education Division shall ensure all students who are English Language Learners (ELL) are educated through Sheltered English Immersion in accordance with A.R.S. § 15-752 which states: ". . . all children in Arizona public schools shall be taught English by being taught in English and all children shall be placed in English language classrooms. Children who are English learners shall be educated through sheltered English immersion during a temporary transition period not normally intended to exceed one year. . . . Once English learners have acquired a good working knowledge of English and are able to do regular school work in English, they shall no longer be classified as English learners and shall be transferred to English language mainstream classrooms. . . . Foreign language classes for children who already know English shall be completely unaffected, as shall special education programs for physically-or mentally-impaired students."

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### Rules:

1. **Teaching Endorsements:**
  - a. **Central Office Education Administrators** shall ensure all English immersion teachers have completed:
    - i. Structured English Immersion Endorsement courses at a college or university; or
    - ii. Other training which the State Board of Education has determined:
      - (1) Is comparable in amount, scope, and quality to a course offered by a college or university for a structured English Immersion Endorsement; and
      - (2) The instructor possesses sufficient qualifications and experience to effectively conduct the training.
2. **Staffing:**
  - a. Each **FACILITY EDUCATION PRINCIPAL** shall ensure adequate staffing for ELL students to include a teacher/student ratio of 1:10.
3. **Entry Criteria:**
  - a. The **RECEPTION, ASSESSMENT, AND CLASSIFICATION (RAC) FACILITY EDUCATION PRINCIPAL** shall ensure Education employees:
    - i. Properly identify students with a Primary Home Language Other than English (PHLOTE) using:
      - (1) Enrollment ELL questions; and
      - (2) A Home Language Survey.
    - ii. Consider students who answer all enrollment ELL questions in English as mainstream.
4. **Assessment:**
  - a. The **RAC FACILITY EDUCATION PRINCIPAL** shall ensure teachers:

- i. Within 14 days after enrollment, assess the English language proficiency of all PHLOTE students through the use of the State approved English Language Learner Proficiency Exam in the areas of:
    - (1) Listening;
    - (2) Speaking;
    - (3) Reading; and
    - (4) Writing.
  - ii. Notify ELL site coordinators when PHLOTE students are identified; and
  - iii. Place all students with an ELL test score below 500 in an ELL class.
- b. The **FACILITY EDUCATION PRINCIPAL** shall ensure teachers:
- i. Provide a structured English immersion language approach to all students placed in ELL classes for language development progress in:
    - (1) Listening;
    - (2) Speaking;
    - (3) Reading; and
    - (4) Writing.

## 5. Reassessment:

- a. The **FACILITY EDUCATION PRINCIPAL** shall ensure each designated site ELL Teacher/Coordinator:
- i. Reassesses ELL students annually using the state approved English Language Learner Proficiency Exam to determine continuing classification as ELL;
  - ii. Reassesses former ELL students within 30 days of enrollment in an ADJC school using the state approved English Language Learner Proficiency Exam (if the student has not been assessed within the current school year) to determine reclassification as ELL;  
and
  - iii. Does not reassess students more than once per school year.

6. **Special Education Exception:**

- a. The **FACILITY DIAGNOSTICIAN AND MULTI-EDUCATIONAL TEAM (MET)** shall:
  - i. Follow Special Education procedures for ELL students;
  - ii. Determine a Special Education student's eligibility for ELL classes; and
  - iii. Determine exit criteria from ELL services for ELL/Special Education students during the MET meeting.

## 7. Exit Criteria:

- a. The **FACILITY EDUCATION PRINCIPAL AND DESIGNATED SITE ELL TEACHER/COORDINATOR** shall ensure:
- i. ELL students who achieve a composite performance level of **proficient** on the State approved ELL assessment are placed in a mainstream classroom;
  - ii. ELL students who have completed the first year of instruction, but have not achieved a composite performance level of proficient on the State approved ELL assessment are placed in a Structured English Immersion (SEI) classroom for one year and receive intensive English Language Development (ELD) instruction in all content areas.

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